## Approved For Release 2000/08/27 : CIA-RDP78-02990 000000000000002-4

### R-R-G-T-R-I-C-T-E-Q Security information

CTR

OFFICE OF TRAINING REGULATION NO. 25-1

11 April 1952

SUBJECT: THAINING AECURDS AND HEGGETRATION

#### L. PULLEY

The following policies shall govern the administration of the Reserve and Registration functions of CTR:

As All CIA personnel selected for training either in \gamma\_entricities provided by UTR or in approved non-CIA facilities will be expicat to OTA Records and Registration procedures.

to Training registration procedures of UTA shall provide a sentralized registration system. Such procedures will be designed to insure that:

- (1) Proper distribution of announcements and class schools to made.
- (2) Personnel selected most established prerequisites Id
  - (3) The expectty of any given course is not expected.
- (4) Course Chiefs are given, sufficiently in advance of starting dates of courses, information conserming envoluments and materular required for the administration of the course, such as photographs, sopiss of Training Asquests, etc.
- o. A centralized training records system shall be established within ITH to include all training requests, selection board actions, class restors, student evaluations and, as appropriate, class papers, attituded notes and related materials.

#### 2. RESPONSIBILITIES

for the keeprds and Registration Section is responsible for the keeprds and Registration activities of UTK is encordance with the policies stated above. This Officer is further responsible for the preparation of routine and appeals reports on training activities as may be required.

b. All Staffs and Divisions of UTR will cooperate with the Records and Registration Section in carrying out its responsibilities.

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This document is part of an integrated file. It separated from the file it must be subjected to individual systematic review.

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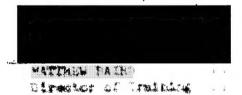
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3. PHILLEDIAL

Detailed procedures for much particular source or group of related commune will be issued in separate OTA Regulations.

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